



State of Wyoming Military Department

5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR Col P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Employee Non-Standard Work Schedule Change Request

1. I, _____ am requesting to change my work schedule effective _____ through _____.

Army Technician Air Technician State Employee AGR Title 5 NG

2. Modified Phoenix Work Schedule Hours (9 hour work days):

Form with checkboxes for work schedule options: ANG only, IAW Union, Contract, and various time slots with lunch durations.

3. Lunch Period (between 1100-1300): _____

4. Physical Training (PT) Days and Time: _____

5. Scheduled hours per day with "Phoenix" Day Off:

Form for scheduling days of the week with checkboxes for Week 1 and Week 2.

6. JUSTIFICATION FOR CHANGE IN WORK SCHEDULE:

7. If approved, this memorandum will replace the TAG Form 15-E.

Employee Name, Rank, Title

Supervisor Name, Rank, Title

Group CC/Directorate Name, Rank, Title

P. NICOLE CHAVEZ, Colonel, WYMD HR Officer

Human Resource Specialist